

Report for Week Ending 9 July 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- ✓ (1) Completed 15 actions requiring the printing of 73,300 copies or sets of blank forms. This represents a decrease from the FY 59 weekly average of 23 actions and 118,680 copies. One form was obsoleted.

- (2) Four new and two revised forms were approved.

b. Intangible

25X1A9a

- ✓ (1) Mr. [REDACTED] of [REDACTED] agreed to circulate the proposed Agency Chain Envelope in the [REDACTED] for comments. Although this action will not reflect official DD/P position, it will give us some idea as to DD/P technical requirements. [REDACTED]

25X1A8a

25X1A8a

25X1A9a

- ✓ (2) Continued study of all overseas forms has resulted in:

- a. A review of 426 forms for local production overseas which revealed that only 84 cannot be produced by [REDACTED]

25X1A8a

- b. A review of 132 forms to verify appropriateness for overseas use resulted in

1. Fifty being changed to Headquarters Only or Departmental Field classifications.

2. Two being obsoleted.

- 25X1A8a 3. Referral of 36 to the Office of Security and [REDACTED] for determination of mode of shipment.

4. All others being appropriately classified as to scope of use.

- c. Two hundred and eighty forms are yet to be studied. [REDACTED]

25X1A9a

- ✓ (3) Met with Chief, Printing Services Division and agreed to delete the Supply Section/PSD from the Forms Survey. This was due to a change in personnel in the Supply Section plus possible changes in procedures and scope of responsibility of the Supply Officer. A review of Supply Section/PSD will be made at a later date.

25X1A9a

2. Assignments

a. Active

- 25X1A9a ✓ (1) Printing Services Division Survey. [REDACTED]
- FOIAb3b ✓ (2) Annual project of revising the [REDACTED]
25X1A9a Questionnaire. [REDACTED]
- 25X1A9a ✓ (3) Study of Forms authorized for overseas use. [REDACTED]
- 25X1A9a (4) Eleven employee suggestions are being evaluated. [REDACTED]
- 25X1A9a [REDACTED]
- ✓ (5) Four new and 23 revised forms are pending.
- ✓ (6) Travel Order Form Revision. [REDACTED] 25X1A9a
- ✓ (7) Agency Chain Envelope. [REDACTED] 25X1A9a

3. News

- 25X1A9a a. Met with Mr. [REDACTED] C/EAB/OS regarding Forms Branch personnel contacts with commercial concerns. He stated that we do not need to clear these contacts with Security. He also felt that there was no harm in identifying ourselves as CIA employees as long as the usual rule of not disclosing classified information is followed. [REDACTED]
- 25X1A9a b. ✓ Approval of the revised Travel Order Form was received from the Director of Personnel.

[REDACTED] 25X1A9a